

DEPARTMENT OF ARMY
BROAD AGENCY ANNOUNCEMENT



**SET-ASIDE FOR HISTORICALLY BLACK COLLEGES
AND UNIVERSITIES**

DAAD19-01-R-0004

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ARMY RESEARCH OFFICE
BROAD AGENCY ANNOUNCEMENT
DAAD19-01-R-0004
RISK ASSESSMENT STUDIES FOR PINE BLUFF ARSENAL INCINERATOR

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I. Introduction

The U.S. Army Research Office (ARO) solicits proposals for experimental studies to evaluate the risk of chemical demilitarization activities, specifically those planned to occur at the incinerator at Pine Bluff Arsenal, Arkansas, to people, agriculture, and the environment. This Broad Agency Announcement is a total set-aside for Historically Black Colleges and Universities (HBCU).

II. Background

Research proposals are solicited to evaluate the risk of chemical demilitarization activities, specifically those occurring at the incinerator at Pine Bluff Arsenal, Arkansas, to people, agriculture, and the environment. The Pine Bluff incinerator is scheduled to become active in three years. Incinerator activities may include the chemical agent Mustard (HD), nerve agents VX and GB, and chemical mortar rounds. Proposals are solicited for a science-based regulatory compliance study, from individuals with expertise in molecular biology, molecular genetics, toxicology, genomics, biochemistry, chemistry, epidemiology, environmental sciences, and/or other disciplines. Investigators will conduct research that will provide data for risk assessment and evaluation of the Pine Bluff incinerator's potential effects on humans, agricultural crops, and the environment. Investigators will share their results with federal, state, and local governments. Collaborations between multiple individuals or organizations may be submitted. Investigators may collaborate with Army institutions with appropriate expertise. Such Army institutions may include, but are not limited to Edgewood Chemical and Biological Center, the Army Center for Health Promotion and Preventive Medicine, and the Army Center for Environmental Health Research. Preference will be given to those individuals or institutions who are expected to have the capability in the future to provide follow-up research when the incinerator is active. Examples of appropriate research are:

Development of methods to easily, cheaply, and reliably detect and measure exposure to organophosphates and/or other toxins in humans and/or in the environment. Establishment of systems to measure levels of substances at numerous timepoints in humans and/or in the environment that adversely affect human, animal, or plant health.

Determine who is genetically at high risk from exposure to organophosphates. What percentage of the population is high risk? What subpopulations are at high-risk? What is the range in sensitivity in the human population? What is the molecular mechanism of increased risk? Are there ways to reduce the risk in these individuals?

Every substance that interacts with the human body will affect the expression of a number of genes. Some genes will increase in expression, other may decrease. By measuring gene expression profiles at a global level, a molecular "fingerprint" can be obtained that is specific to the substance being examined. Gene expression profiles from substances of unknown toxicity and carcinogenicity can be compared to substances with known mechanisms of action, thus enabling the prediction of how a given substance will interact with the human body. A genomics approach would generate gene expression profiles from human cells or other model organisms using microarrays with the compounds that are expected to be produced by incinerators such as the incinerator at Pine Bluff Arsenal. Such signatures may also be used to verify exposure or lack of exposure to agents.

Rice, cotton, pine trees, catfish, tilapia, and poultry are agricultural products of economic importance in the region surrounding Pine Bluff Arsenal. What is the impact of incineration products or low level exposure on growth rates and productivity in these and other economically important animals and plants?

What is the effect of incinerator fallout or low level exposure on the environment? Are developmental abnormalities or tumor rates increased in animals exposed to incineration products or low levels of nerve agents?

What are the carcinogenic and mutagenic effects of low-level and/or long-term exposure to mustard agents?

Identification of expected breakdown products and evaluation of their persistence in humans and the environment.

Other approaches to evaluating the risk of chemical demilitarization activities to people, agriculture, and the environment will also be considered. Research proposals are not limited to the approaches described above.

More information about the Pine Bluff Arsenal incinerator may be obtained from: <http://www2.sbccom.army.mil/pinebluff/> or by calling the Pine Bluff Outreach Office at (870) 534-4901.

III. General Information

Through this competition, the Army Research Office expects to make one or more awards for a two-year performance period, subject to the availability of appropriations. Awards may be made as grants. Multi-year projects must have clear goals for each year.

DOD CENTRAL CONTRACTOR REGISTRATION DATABASE: In accordance with DOD policy, prospective contractors must be registered in the Central Contractor Registration (CCR) database prior to award of a contract, basic agreement, basic ordering agreement, or blanket purchase agreement. By submission of an offer resulting from this BAA, the offeror acknowledges the requirement that a prospective contractor must be registered in the CCR database prior to award, during performance, and through final payment of any contract resulting from this BAA. Even though this requirement is applicable to contractors, the ARO strongly encourages potential grantees to register also.

IV. Conditions

A. Eligibility

The competition is specifically for risk assessment for chemical demilitarization activities as described in Section II. Potential offerors are advised to read this announcement carefully. It explains the agencies' research needs upon which the topic is based and the terms and conditions of the competition.

This Broad Agency Announcement (BAA) is open only to Historically Black Colleges and Universities, defined as institutions determined by the Secretary of Education to meet the requirements of 34 CFR Section 608.2.

Federal laboratories, Federally Funded Research and Development Centers, and academic institutions that are federal government organizations (e.g., Naval Postgraduate School) may participate, but they may not receive funds awarded through this competition.

This is to notify potential offerors that each grant that is awarded under this announcement or solicitation to an institution of higher education shall include the following clause:

As a condition for receipt of funds available to the Department of Defense, DoD, under this award, the recipient agrees that it is not an institution of higher education (as defined in 32 CFR part 216) that has a policy of denying and that it is not an institution of higher education that effectively prevents, the Secretary of Defense from obtaining for military recruiting purposes: (A) entry to campuses or access to students on campuses; or (B) access to directory information pertaining to students. If the recipient is determined, using procedures in 32 CFR part 216 to be

such an institution of higher education during the period of performance of this agreement, and therefore to be in breach of this clause, the Government will cease all payments of DoD funds under this agreement and all other DoD grants and cooperative agreements and it may suspend or terminate such grants and agreements unilaterally for material failure to comply with the terms and conditions of award.

If your institution has been identified under the procedures established by the Secretary of Defense to implement section 558, then: (1) no funds available to DoD may be provided to your institution through any grant, including any existing grant; (2) as a matter of policy, this restriction also applies to any cooperative agreement; and (3) your institution is not eligible to receive a grant or cooperative agreement in response to this solicitation.

Technical point of contact for this Broad Agency Announcement is Dr. Micheline K. Strand, Life Sciences Division, (919) 549-4343, email: StrandMK@arl.aro.army.mil. Questions regarding the administrative content of this Broad Agency Announcement may be addressed to ARO at (919) 549-4301.

B. White Paper Submission and Content

White papers no more than 10 pages in length outlining the proposed project, a summary of investigator qualifications, and a budget estimate must be transmitted by Monday, April 2, 2001 to the following e-mail address: strandmk@arl.aro.army.mil. White papers must be submitted in Microsoft Word. The font and pitch must be Times New Roman 10. The e-mail subject line should contain the following: DAAD19-01-R-0004 White Paper.

White papers should include a one-page descriptive budget estimate and a one-page summary of the qualifications of the investigator(s).

White papers should loosely follow the format described for the full proposal and will be evaluated using the criteria set forth in Section V.

Letters to encourage or discourage submission of proposals will be mailed or e-mailed directly to the proposed Principal Investigators on or about Monday, April 16, 2001.

C. Proposal Submission

To be eligible for consideration, approved and completed proposals containing all information specified in Proposal Content below must be submitted electronically. In addition, the signed original Proposal Cover Page (ARO Form 51) must be submitted in hard copy.

Proposals must be transmitted electronically by 1600 Hours, local time, Wednesday, May 16, 2001 to the following e-mail address: baa@arl.aro.army.mil. Proposals must be submitted in Microsoft Word. The font and pitch must be Times New Roman 10. The e-mail subject line should contain the following: DAAD19-01-R-0004 Proposal.

The hard copy Proposal Cover Page (ARO Form 51) must be mailed through the US Postal Service, postmarked (or provide a legible proof of mailing date assigned by the carrier) no later than Monday, May 14, 2001, and forwarded to the following address:

U. S. ARMY RESEARCH OFFICE
ATTN: AMSRL-RO-PB (M. Strand)
P.O. BOX 12211
RESEARCH TRIANGLE PARK, NC 27709-2211

The proposal must contain two electronic forms: ARO Form 51, Proposal Cover Page and ARO Form 99, Summary Proposal Budget (See Proposal Content below). These forms are located on the internet at http://www.aro.army.mil/forms/forms2.htm#fm_baa. The MS Word documents may be saved to a working directory on your computer and opened and filled in using the windows software application.

A proposal will not be processed until the Army Research Office has received the complete proposal (including signed original Proposal Cover Page).

If you need assistance in submitting a proposal electronically, please contact the Army Research Office Computer Help Desk at (919) 549-4232.

Proposals submitted by facsimile will not be accepted.

Proposals transmitted after the deadline will be handled in accordance with the provisions detailed in Appendix A.

Acknowledgment of receipt of a proposal under this solicitation will be accomplished via e-mail to the addressee submitting the proposal.

Letters to selectees announcing award decisions will be mailed or e-mailed by ARO on or about June 11, 2001. Unsuccessful offerors will be notified shortly thereafter.

D. Proposal Content

The Department of Defense is concerned with research in critical areas of science and engineering, with science and engineering education, and with the availability of equipment required to meet research objectives. For this reason, proposals must adequately describe the technical objectives and approaches, support of any students, and expenditures for equipment, all of which will be evaluated by scientific reviewers in accordance with the Evaluation Criteria and Selection Process.

Proposals should include:

(1) Cover page: To be eligible for review, proposals should have ARO Form 51 as a cover page (See Proposal Submission above).

(2) Abstract: The offeror must provide an abstract no longer than one page.

(3) Text: The technical portion of the proposal should be typed, double-spaced. This section of the proposal is limited to 30 pages and should:

(a) Adopt the following format: introduce the problem to be addressed, survey related work, identify key obstacles, outline the proposed solution and well-defined objective, detail the two-year research plan with milestones, analyze the impact if successful, identify the investigators and resources, and state the budget requirements.

Include appropriate literature citations.

(b) Describe the facilities available for accomplishment of research objective. Describe the equipment planned for acquisition under this program and its application to objective. When possible, equipment should be purchased very early in the research award period.

(c) Describe plans for the research training of students in science and/or engineering.

(d) Describe in detail proposed sub-awards or relevant collaborations (planned or in place) with industry, government organizations, or other appropriate institutions. Particularly describe how collaborations are expected to facilitate the transition of research results to application. If sub-awards are proposed, make clear the division of research activities and provide detailed budgets for the proposed sub-awards.

(e) Identify other parties to whom the proposal has been/will be sent.

(4) Personnel: Describe the qualifications of the principal investigator and other key researchers involved in the project. Include curriculum vitae. For all proposals, one individual should be the designated principal investigator for purposes of technical responsibility and contact.

(5) Cost: The financial portion of the proposal should contain cost estimates sufficiently detailed for meaningful evaluation, including cost details for proposed sub-awards. Use ARO Form 99, Summary Proposal Budget, to submit budget data (See Proposal Submission above). For budget purposes, use an award start date of July 2, 2001. The budget must include the total cost of the project, as well as a breakdown of the amount(s) by source(s) of funding (e.g., funds requested under this BAA, non-federal funds to be provided as cost sharing). The cost proposal is not considered part of the page count. Budgeted cost elements should reflect the following:

(a) Time being charged to the project, for whom (principal investigator, graduate students, etc.), and the commensurate salaries and benefits. Allowable charges for graduate students include salary, appropriate research costs, and tuition. Allowable charges for undergraduate students include salary and research training costs, but not tuition;

(b) Costs of equipment, based on most recent quotations and broken down in sufficient detail for evaluation. Equipment costs should be budgeted primarily during the first year.

(c) Travel costs and time, and the relevance to stated objectives. Proposals may include costs to meet with collaborators, as appropriate.

(d) Estimate of material and operating costs;

(e) Publication and report costs;

(f) Consultant fees (indicating daily or hourly rate) and travel expenses and the nature and relevance of such costs;

(g) Computer services;

(h) Sub-award costs and type (the portion of work to be sub-awarded and rationale);

- (i) Communications costs not included in overhead;
- (j) Other direct costs;
- (k) Indirect costs.

E. Length and Format of Proposals

Each proposal must be no longer than 40 pages, inclusive of vitae and cover, but exclusive of budget. A page is defined as 8 1/2 x 11 inch paper, single-sided, with one-inch margins and a font and pitch of Times New Roman 10. All pages should be numbered consecutively, beginning with the first page after the proposal cover page. The Proposal Cover Page, ARO Form 51, is included in the page count. The budget is not included in the page count. The technical portion must be typed, double-spaced, and should not exceed 30 pages. Proposals shorter than 40 pages are heartily encouraged. Separate attachments, such as institutional brochures or reprints, cannot be considered.

V. Evaluation Criteria and Selection Process

The selection process will be conducted based upon a technical peer review as described in Federal Acquisition Regulation Subparts 6.102(d)(2) and 35.016. Evaluation and selection will be based primarily on the following criteria:

1. Scientific and technical merits of the proposed research; and
2. Potential contribution of the research to risk assessment for incinerator activities at the Pine Bluff Arsenal.
3. Experience and qualifications of the principal investigator, other key research personnel, and the institution sponsoring the proposal.
4. Expected outreach and risk analysis to be provided to federal, state, and local governments.
5. The realism and reasonableness of cost.
6. Partnerships with agencies such as the National Center for Toxicological Research.

VI. Awards

A. A total of \$961,000 is anticipated to be available under this solicitation. A single or multiple two-year awards are anticipated.

B. Reporting requirements for grant awards are described in ARO Form 18, which can be located at: <http://www.aro.army.mil/forms/forms2.htm#fm18>.

VII. Certifications

1. Certifications Required for Assistance Awards

A. Certification for Grants and Cooperative Agreements

By signing and submitting a proposal that may result in the award of a grant or cooperative agreement exceeding \$100,000, the prospective awardee is certifying, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

(4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

2. Certification Regarding Debarment, Suspension, and Other Responsibility Matters -- Primary Covered Transactions

(1) By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

(2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

(3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

(4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(5) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposals," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

(6) The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

(7) The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

(8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties excluded from Federal Procurement and Nonprocurement Programs.

(9) Nothing contained in the foregoing shall be construed to require establishment of a system or records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(10) Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

*Certification Regarding Debarment, Suspension, and Other Responsibility
Matters--Primary Covered Transactions*

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification such prospective participant shall attach an explanation to this proposal."

3. Certification Regarding Drug-Free Workplace Requirements

(1) By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

(2) The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government may take action authorized under the Drug-Free Workplace Act.

(3) For grantees other than individuals, Alternate I applies.

(4) For grantees who are individuals, Alternate II applies.

(5) Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

(6) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

(7) If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

(8) Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules;

Controlled substance means a controlled substance in schedules I through V of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

*Certification Regarding Drug-Free Workplace Requirements
(Alternate I - Grantees Other Than Individuals)*

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a

condition of employment under the grant, the employee will--

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grants officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted--

(1) Taking appropriate personnel action against such employee, up to an including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here."

(Alternate II - Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing within 10 calendar days of the conviction, to every grants officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number (s) of each affected grant."

APPENDIX A

LATE SUBMISSIONS AND WITHDRAWAL OF PROPOSALS

(a) Offerors are responsible for submitting proposals to the Government office designated in the solicitation by the date specified in the solicitation. Both the electronic proposal submission and the receipt of the signed cover page must be timely.

(b) If the electronic proposal is transmitted or the signed proposal cover page is postmarked after the exact date specified in this BAA, the proposal is “late” and will not be considered.

(c) Proposals may be withdrawn by written notice received at any time before award. Withdrawals are effective upon receipt of notice by the Grant Officer.